



Writing Your NSPS Mock Pay Pool & Interim Review Self- Assessments



Preparing to Write “Employee Self-Assessment for Annual Appraisal”

- Review your performance objectives & associated organizational goals
- Review records of your work
- Review NSPS performance indicators for your pay schedule and pay band
- Review NSPS descriptors for your assigned contributing factors

Writing “Employee Self-Assessment for Annual Appraisal”

- Write your self-assessment addressing each objective and associated contributing factor(s)
- Draft and save in Word document
- Use the word count tool:
 - No more than 6600 characters (annual self-assessment)
 - No more than 75 lines (adjust margins if needed)
- Keep readers in mind
 - Use concise, but detailed statements
 - Use hyphens (not actual bullets)
- Make sure grammar and spelling are correct
- When copying text from a Word document into the Performance Appraisal Application
 - Some special characters do not convert (“smart” quotes, single quotes, bullets)



Self-Assessment - Do's

DO...

- Address each objective
- Identify each objective by number and title
- Focus on results – what was the impact of your accomplishments?
- Complete your self-assessment in the PAA by the deadline date

More Self-Assessment - Do's

Describe significant accomplishments:

- Army-wide impact
- Lead special projects
- Represent Army in inter agency forum(s)
- First time
- High visibility
- Wide scope of coordination
- Short deadlines
- High level of difficulty
- Competing priorities
- Innovation required

Self-Assessment - Don'ts

DO NOT...

- List accomplishments without reference to an objective or without describing the results achieved
- Use acronyms or terms which may not be understood by others, e.g., organizational or project acronyms
- Cite accomplishments which occurred in earlier rating cycles
- Use language from your job description or the generic performance indicators
- Assume the pay pool panel is familiar with your job

Writing “Employee Self-Assessment for Interim Review”

- Extract information from your Annual Appraisal self-assessment for the mock pay pool (may use the same assessment)
- Draft and save in Word document
- No more than 2000 characters and 21 lines
- Make sure grammar and spelling are correct
- Note that some special characters do not convert (reference slide #3)

Example

Instead of:

- *Obj 4: I handled 10 ULPs during the rating period.*

Say:

- *Obj 4 (Labor Relations)*
 - *I worked with managers and union to informally resolve 8 of 10 Unfair Labor Practices (ULPs).*
 - *I researched two formal ULPs; identified root causes and issues for management to consider.*
 - *Result: Management avoided time consuming and costly formal ULP processes. My efforts were recognized by senior manager and union president.*

For More Information

- DoD NSPS website
 - iSuccess online training on developing SMART job objectives and writing self-assessments
 - <http://www.cpms.osd.mil/nsps/iSuccess/>

Summary

- Keep records of your work
- Know your performance objectives
- Describe your significant accomplishments for each objective
- Describe the result of your contribution – mission accomplishment/organizational goal achieved
- Substance is more important than style
- Use action verbs, not adverbs (the what, not the how)